



**STATE OF ARIZONA
DEPARTMENT OF REAL ESTATE**

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IADA@re.state.az.us to make their needs known.

For Department Use Only

APPLICATION FOR BRANCH OFFICE FORM LI-219

The fee is determined by the expiration date of the main office license

Fee schedule 1 – 12 months: \$35.00

13 – 24 months: \$50.00

Make check or money order payable to ADRE

***See reverse side for additional information and fees**

Effective Date _____

Date Entered _____ By _____

Branch Office Lic. No. _____

TF 1 _____ TF 2 _____

MAIN OFFICE INFORMATION:

Main office license No: _____ Expiration date: _____

Name of entity: _____

DBA name: _____

Name of designated broker (Sole proprietor): _____ Expiration date: _____

BRANCH OFFICE INFORMATION:

Branch office address: _____

Mailing address: _____

Telephone No: () _____ Fax No: () _____

This office will be managed by a licensed: ☐ Salesperson ☐ Associate broker **(Must accompany change form LI-202)**

Name of licensee: _____ License No: _____

**Describe in writing the authority vested in the branch manager pursuant to R4-28-304 or A.R.S. § 32-2127
as described on the reverse side:**

Signature of designated broker (Sole proprietor) : _____ **Date:** _____

DEFICIENCY CHECKLIST FOR ORIGINAL BRANCH OFFICE FORM LI-219

- ☐ Fill out Branch Office Form, LI-219, signed by the designated broker (Sole proprietor).
- ☐ Include License Change form, LI-202, signed by the applicant and the designated broker to hire. Submit \$20.00 to hire or \$10.00 to transfer the salesperson or associate broker who will managing the office.
- ☐ The branch office fees are prorated to the expiration of the employing entity (main office):
- ☐ If the main office license period runs from one to twelve months, the fee is \$35.00.
- ☐ If the main office license period runs from twelve to twenty-four months, the fee is \$50.00.

Powers which may be vested in branch managers, pursuant to ACC R4-28-304 and A.R.S. § 32-2127

For an associate broker:

A designated broker (Sole proprietor) may delegate full authority to an associate broker who manages a branch office, including signing commission checks. The associate broker may be a signatory on a broker trust account connected to the business generated by the office managed by the associate broker. The associate broker may also sign commission checks drawn from a property management trust account, review and initial contracts and supervise the activity of salespersons and associate brokers.

For a salesperson:

A designated broker (Sole proprietor) may not delegate authority to a salesperson branch manager to perform acts for which a broker's license is required. A salesperson branch manager may perform any office management tasks that are not statutory duties of the employing broker. The salesperson branch manager may be a signer on a branch office account.

PLEASE SUBMIT ABOVE CHECKED ITEMS TO THE UNDERSIGNED BY THE DEADLINE DATE STATED ABOVE OR YOUR APPLICATION WILL BE CLOSED (SEE NOTE BELOW).

IMPORTANT NOTE:

This is notification of one or more deficiencies in your application. Please correct or submit the deficiencies by the deadline noted or your application will be deemed incomplete and the file closed. The Department must grant or deny a license within a specific period of time once an application is complete. An applicant also has a specific period of time in which to correct any identified deficiency. If you do not provide or correct the identified item(s), or provide the additional information as requested, the application will be deemed "incomplete" or "withdrawn" and the file closed. If you later wish to apply for a license, you must submit a new application, including applicable fees. R4-28-103. If the Department does not grant or deny a license *based on a completed application* within the allowed time period, the application fee is refunded to the applicant. A.R.S. § 41-1073 et seq.